DOCUMENT RESUME

ED 117 390 95 CE 006 029

TITLE Career Education Microfiche Collection Catalog.
INSTITUTION California State Dept. of Education, Sacramento. Career Education Task Force.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.
PUB DATE Jan 75
NOTE 58p.

EDRS PRICE MF-$0.83 HC-$3.50 Plus Postage
DESCRIPTORS Adult Education; *Career Education; *Catalogs; Community Colleges; Curriculum Guides; Curriculum Research; Elementary Secondary Education; *Instructional Materials; *Microfiche; Occupational Guidance
IDENTIFIERS *California

ABSTRACT

The catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The compilers state that the materials vary in quality and format. Some are professional documents, while others are early unpolished drafts. The catalog has three major sections. A subject index, covering 58 subject areas, is organized by age span (elementary, secondary, community college, and adult). An institutional index identifies where the materials were developed (25 institutions in California). A one-page section lists position papers and management documents. The listing of materials gives a code for use (teacher, student, counselor, administrator, or a combination of uses). An asterick is used to signify that the unit can be utilized in an interdisciplinary approach. The number of pages in each item is indicated. Information on using the catalog and on ordering documents is also included. The CE numbers cited are document control numbers used by the Educational Resources Information Center, not ERIC Career Education Clearinghouse numbers. (Author/MS)

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MICROFICHE COLLECTION CATALOG

CALIFORNIA STATE DEPARTMENT OF EDUCATION Wilson Riles - Superintendent of Public Instruction SACRAMENTO, 1975

MICROFICHE COLLECTION CATALOG

Prepared by:
Career Education Task Force
California State Department of Education
Sacramento, California
January, 1975

This publication, which was funded with federal funds, was prepared and published by the California State Department of Education, 721 Capitol Mall, Sacramento, CA 95814. The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Printed by the Office of State Printing and
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1975

PREFACE

This catalog contains titles of curriculum, instruction, guidance, and management materials for career education available in microfiche format. The titles listed represent 58 subject areas, 25 educational locations, and the effort of many educators dedicated to the infusion of career education into school programs.

The materials included in the catalog vary in quality and format. Some are professional documents, while others are early unpolished drafts. However, the curriculum units, planning aids, and position papers are being made available so that interested educators may have immediate access to these materials.

The infusion strategy employed in the California Career Education Implementation Model implies including career education concepts in all disciplines at all age spans rather than creating specialized courses with career education as the content. It is recommended, therefore, that the reader consider the materials listed here as potential adjuncts or organizing themes for existing courses rather than as a new course of study or a separate subject.

To meet the needs of all individuals in a more effective manner, the focus of instruction in public education is changing. Career education is an important part of that change. This catalog was prepared by the Career Education Task Force, California State Department of Education, to provide assistance to educators who need references and ideas as they design approaches and strategies to implement or improve career education in their schools.

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Deputy Superintendent
for Programs

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Associate Superintendent
Secondary Education

PAUL N. PETERS
Manager
Career Education Task Force

HOW TO USE THE CATALOG

The materials in this collection are arranged by subject area for ease in finding the curricular areas, occupational clusters, or career education goals desired. Each subject area is divided by age span; however, many of the ideas may be adapted to other ages or grade levels by changing the type of activities or resources to suit student need. Therefore, when selecting materials for a particular grade level, you are encouraged to select a range of materials to accommodate individual learners.

The catalog has three major sections: A Subject Index organized by age span (elementary, secondary, community college, and adult pages 1-34); an Institutional Index identifying where the materials were developed (pages 36-48); and, a section of position papers and management documents (page 48).

Each entry contains the document control member assigned by the San Mateo Educational Resources Center (SMERC) to retrieve materials. This number must be used when ordering microfiche. The following is an explanation of an entry in detail:

Subject Area	Transportation
Age Span	Elementary
Title	Commercial Transportation-Trucking
Use Code	(T)*
Pages	11
Document Control Number	CE 000 402

The listing of materials gives a code (T = teacher use, S = student use, C = counselor use, A = administrator use), and/or a combination of uses (T/S), (T/C), (A/T/C). The asterisk (*) following the use coding signifies that the unit can be utilized in an interdisciplinary approach.

Materials listed in this catalog may be ordered from:

San Mateo Educational
Resources Center
333 Main Street
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HOW TO ORDER DOCUMENTS

Career Education documents (CE numbers) cited in this list are available from the Education Resources Center to educators in all subscribing counties. All CE documents are available in microfiche format and may be kept for personal use. Ten microfiche cards will be furnished free of charge to any educator within San Mateo County and participating counties. Any additional microfiche cards can be provided at a charge of 35 cents each or 3/$1. The number of pages is shown following the document title. Each microfiche card contains up to sixty (60) pages.

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SECONDARY

Analyzing Business Transactions Affecting Balance Sheet Accounts.
(T/S) Grade 12 8p. CE 000 070

Business Transactions--Their Effect on Balance Sheet Accounts. Unit 4.
(S) 21p. CE 000 092

Business Transactions--Their Effect on Income and Expense Accounts. Unit 5. (S) 17p. CE 000 093

Analysis Paper: The Six-Column Work Sheet. Unit 9. (S) 18p.
CE 000 097

The Two Financial Statements.
Unit 10. (S) 15p. CE 000 098

Closing the Accounts. Unit 11. (S)
25p. CE 000 099

Financial Reports for the Merchandising Business. Unit 19. (S)
13p. CE 000 100

Adjusting and Closing Entries for the Merchandising Business. Unit 20.
(S) 16p. CE 000 101

Cash Payments by Checks. Unit 13.
(S) 26p. CE 000 102

Sale of Merchandise on Account.
Unit 14. (S) 23p. CE 000 103

Recording the Receipt of Cash.
Unit 15. (S) 25p. CE 000 104

The Checking Account and Bank Statements. Unit 17. (S)
21p. CE 000 105

The Fundamental Elements of the Balance Sheet. (S) 8p. CE 000 264

Recording the Opening Entry in the Journal. (S) 9p. CE 000 265

The Purchase of Merchandise on Account.
(S) 13p. CE 000 266

Miscellaneous Transactions Recorded in the General Journal. (S)
14p. CE 000 267

Adjusting Entries on the Worksheet.
(S) 14p. CE 000 268

First Year Bookkeeping and Accounting.
(T) 4p. CE 000 280

Second Year Bookkeeping and Accounting.
(T) 4p. CE 000 281

COMMUNITY COLLEGE

Income Statement. (T/S)
Grades 13-14 6p. CE 000 254

ADVERTISING

ELEMENTARY

Acquiring Our Goods and Services Through Advertising. (T)
Grade 2 15p. CE 000 020

JR. HIGH

Economic Awareness in Advertising. (T)
Grade 7 44p. CE 000 036

SECONDARY

Advertising - Fact or Propaganda. (T/S)
Grade 10 22p. CE 000 213

Advertising. (T) 1p. CE 000 271

AGRI-BUSINESS

ELEMENTARY

Dairy Farming. (T) Kindergarten

AGRI-BUSINESS

Level 7p. CE 000 121

A Drop in the Bucket: A Dairy Industry. (T/S) 14p. CE 000 161

Bread From Farm to Table. (T) Grades 2-4 8p. CE 000 177

Foods: Field to Table. (T/S) 8p. CE 000 181

Meat: From Range to Market. (T/S) Grades K-1 7p. CE 000 190

Farm Animals. (T) Kindergarten Level 36p. CE 000 240

Elementary Unit for Grades 3 and 4: Farming. (T/S)* 10p. CE 000 390

JR. HIGH

Landscaping. (T/S) 8p. CE 000 199

SECONDARY

Agriculture Occupations. (T) 6p. CE 000 127

Math Packet: Feeds and Feeding - Beef Cattle. (S)* 24p. CE 000 424

ART

ELEMENTARY

Shape, Size and Color Makes Art. (T)* Grade 1 19p. CE 000 014

Elementary Unit for Grades 5 and 6: Arts and Handicrafts. (T) 17p. CE 000 403

Elementary Unit for Grade Six: Art Careers. (T) 11p. CE 000 409

JR. HIGH

Ceramics. (T) Grades 7-8 28p. CE 000 435

ART

SECONDARY

Art: A Many Faceted Occupational Field. (T) Grades 9-10 2p. CE 000 126

Commercial Art. (T) 3p. CE 000 272

Stagecraft. (T) 2p. CE 000 274

Planning a Career in Art. (T) 2p. CE 000 465

Sculpture. (T/S) Grades 7-12 12p. CE 000 206

Art and Design Workshop. (S) 21p. CE 000 412

AUTO MECHANICS

SECONDARY

Micrometer (Identifying Parts and Reading the Micrometer). (S) Grades 10-12 4p. CE 000 320

How to Recognize the Most Common Gas Welding Defects. Grades 10-14 (S) 9p. CE 000 321

Math Packet: Service Station Attendant. (S)* 36p. CE 000 421

Math Packet: Mechanic. (S)* 36p. CE 000 423

AVIATION TECHNOLOGY

ELEMENTARY

Operation Skylift. (T/S) 13p. CE 000 182

Something to Think About. (T) 7p. CE 000 242

Elementary Unit for Grade Six: Aerospace Industry. (T) Grade 6 14p. CE 000 398

AVIATION TECHNOLOGY

Elementary Unit for Grades 3 and 4: Airport. (T)* Grades 3, 4
11p. CE 000 399

I Want to Fly. (S) 34p. CE 000 446

COMMUNITY COLLEGE

Dimensional Report of a Fixed Pitch. (S) Grades 13-14 62p. CE 000 364

Magneto Control Systems. (S)
Grades 13-14 9p. CE 000 365

Forces Acting on an Airfoil. (S)
Grades 13-14 33p. CE 000 367

BIOLOGY

ELEMENTARY

What's It All About. (S)
Grade 2 8p. CE 000 155

All Systems Go. (S)
14p. CE 000 166

JR. HIGH

Health. (T/S) 25p. CE 000 083

SECONDARY

Health Education Careers: Field Trip and Advanced Mammalian Dissection. Grades 11-12 (T/S)
6p. CE 000 136

Biology (Marine) Looking at and Exploring Alternatives in High School Biology. (S)* Grades 10-12
2p. CE 000 302

Venereal Disease. (S)
10p. CE 000 344

Use of Indicators. (S) Grades 10-12
8p. CE 000 349

Mendel's Ratio - Double Trait Inheritance. (S) Grades 10-12
7p. CE 000 350

BIOLOGY

COMMUNITY COLLEGE

Meiosis (Production of Sex Cells). (S)
19p. CE 000 339

Phylum Coelenterata. (S)
13p. CE 000 340

Phylum Porifera. (S) 11p. CE 000 341

Taxonomic Classification. (S)
11p. CE 000 342

Structure of the DNA Molecule - Part 1. (S) 12p. CE 000 343

Microscope Parts, Function and Usage. (S) 10p. CE 000 345

Muscles of the Trunk. (S)
8p. CE 000 346

Physiology of Muscle Contraction. (S)
6p. CE 000 348

BOOKKEEPING

SECONDARY

Posting the Opening Entry. Unit 3. (T/S) 22p. CE 000 091

Journalizing Transactions. Unit 6. (T/S)
26p. CE 000 094

Posting. Unit 7. (S) 16p. CE 000 095

Importance of Accuracy in Posting. (T/S)
Unit 8. 19p. CE 000 096

BUSINESS AND OFFICE OCCUPATIONS

ELEMENTARY

Learning About Restaurant Business. (T)
Grades 1-5 16p. CE 000 117

Physical Anthropology/Study of Likeness and Differences. (T)* Kindergarten Level 7p. CE 000 478

BUSINESS AND OFFICE OCCUPATIONS

JR. HIGH

Paying the Piper (Budgeting). (S)
16p. CE 000 164

SECONDARY

Stenographic Vocational Investigation Experience. (S)* Grades 11-12
17p. CE 000 301

Typing a Block Style Letter. (S)
Grades 10-12 12p. CE 000 355

Job Application & Interview. (S)
Grades 10-12 10p. CE 000 356

Payroll Clerk (Mathematics Packet). (S)* 17p. CE 000 427

Graphic Arts & Business. (S)
14p. CE 000 433

Reports and Manuscripts. (S)
15p. CE 000 440

Typing Business Letters: Lap 6. (S)
22p. CE 000 442

Business Letters, Typing Lap 6. (S)
18p. CE 000 443

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14p. CE 000 444

Automobile Insurance. (T/S)*
Grades 10-11 8p. CE 000 479

COMMUNITY COLLEGE

Storage of Information in Computers. (S) 7p. CE 000 351

Addressing Business Envelopes. (S)
6p. CE 000 353

The Eight Basic Parts of the Business Letter. (S) 5p. CE 000 354

BUSINESS EDUCATION

ELEMENTARY

Effective Communication in the Business Office. (T)* Grade 6 19p.
CE 000 031

Business Letters. (T) Grade 6
11p. CE 000 032

Learning About Restaurant Business. (T)
16p. CE 000 122

Small Business Management. (T)
Grades 3, 4 10p. CE 000 172

JR. HIGH

Economic Awareness in Advertising. (T)
Grade 7 44p. CE 000 036

Accounting and Distribution. (T/S)
Grade 7 18p. CE 000 094

HIGH SCHOOL

Travel Services and Arrangements. (T/S)*
Grades 11-12 13p. CE 000 046

Preparing Business Letters. (T/S)
Grade 10 8p. CE 000 060

Preparing for a Job Interview. (T/S)
Grades 11-12 18p. CE 000 061

Employer-Employee Relationships. (T/S)*
Grade 11 28p. CE 000 064

Making Change. (T/S) Grade 11
8p. CE 000 065

A Capsule of Fashion Careers. (T/S)*
Grades 11-12 11p. CE 000 066

Bank Checking Account. (T/S)
Grade 12 13p. CE 000 069

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Grade 12 8p. CE 000 070

Posting the Opening Entry. (T/S)
Unit 3. 22p. CE 000 091

Business Transactions--Their Effect on Balance Sheet Accounts. Unit 4. (S) 21p. CE 000 092

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The Checking Account and Bank Statements. Unit 17. (S) 21p. CE 000 105

Typist Career Investigation Experience. (T/S)* 17p. CE 000 132

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BUSINESS EDUCATION

Composing Personal Messages. (T/S) 26p. CE 000 210

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Advertising - Fact or Propaganda. (T/S) Grade 10 22p. CE 000 213

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Goal Statements for Career Education: Business and Office Occupations. (A/T/C) K-14 Levels 8p. CE 000 259

The Fundamental Elements of the Balance Sheet. (S) 8p. CE 000 264

Recording the Opening Entry in the Journal. (S) 9p. CE 000 265

The Purchase of Merchandise on Account. (S) 13p. CE 000 266

Miscellaneous Transactions Recorded in the General Journal. (S) 14p. CE 000 267

Adjusting Entries on the Worksheet. (S) 14p. CE 000 268

Business Machines. (T) 15p. CE 000 277

BUSINESS EDUCATION

Business Mathematics. (T) 5p. CE 000 278

Applied Office Skills. (T) 3p. CE 000 279

First Year Bookkeeping and Accounting. (T) 4p. CE 000 280

Second Year Bookkeeping and Accounting. (T) 4p. CE 000 281

First Year Typing. (T) 1p. CE 000 282

Second Year Typing. (T) 4p. CE 000 283

First Year Shorthand. (T) 4p. CE 000 284

Secretarial Training. (T) 2p. CE 000 285

Recordkeeping. (T) 1p. CE 000 286

The Secretary Takes Dictation. (S) 3p. CE 000 415

COMMUNITY COLLEGE

Business Management As a Career Choice. (T/S) 9p. CE 000 075

Income Statement. (T/S) 6p. CE 000 254

Key Punch Training. (A/T/C) 3p. CE 000 291

Storage of Information in Computers. (S) 7p. CE 000 351

Changing Percents to Decimals or Fractions. (S) 8p. CE 000 352

CAREER EDUCATION

ELEMENTARY

Pre-School Career Education Unit. (T)* 10p. CE 000 109

CAREER EDUCATION

Quest. (T)* 3p. CE 000 120

Careers and the Automobile. (T/S) Grades K-1 5p. CE 000 192

Rainbow Modules: Early Childhood Education - Pre K Through Grade 3. (T/A/C) 40p. CE 000 488

Rainbow Modules: Grades 4 Through 6. (T/A/C) 21p. CE 000 489

JR. HIGH

Career Education Teaching Unit. (T)* 9p. CE 000 107

Construction. (T)* 6p. CE 000 110

Career Exploration Through Reading. (S/T) 8p. CE 000 111

Rainbow Modules: Junior High. (T/C/A) 16p. CE 000 490

HIGH SCHOOL

Career Education English Unit. (T) Grades 9-10 6p. CE 000 113

What, Where and Why of Work. (T) 8p. CE 000 124

Classroom Activities. (T/C)* 60p. CE 000 292

Project Activity Management and Evaluation System for Career Education. (A) 48p. CE 000 485

Rainbow Module: Vocational Education (Grades 10-12). (T/A/C) 8p. CE 000 491

COMMUNITY COLLEGE

Career Education Matrix of Instructional Goals and Objectives; Primary Through Junior College. (A) 11p. Primary-Jr. College Level CE 000 441

Career Education: A State's Overview. (A) 7p. CE 000 481

CAREER EDUCATION

Career Education: Helping Solve the Human Development Challenge Facing Local Government. (A) K-Community College 17p. CE 000 482

Career Education Project, 1973-74. (A) Elementary-Community College 53p. CE 000 483

Cooperative Career Education Project Proposal for Funding: San Diego County Department of Education. (A) Elementary-Adult and Community College 52p. CE 000 484

An Overview of American Personnel and Guidance Association Involvement in Career Development. (A/C) K-Higher Education 16p. CE 000 486

Career Education Activities at the State Level. (A) K-Community College 31p. CE 000 487

Rainbow Modules: Counselor Module. (T/C) 15p. CE 000 492

Rainbow Modules: Adult Education. (A/T/C) Adult Level 20p. CE 000 493

Rainbow Modules: Administrators Activity Package for Career Education Implementation. (A) 20p. CE 000 494

CHEMISTRY

HIGH SCHOOL

The Scientific Method - Educational Awareness. (T/S) Grades 10-12 10p. CE 000 056

COMMUNITY COLLEGE

Chemical Nomenclature - Naming Bases. (S) 7p. CE 000 370

Chemical Nomenclature. (S) 10p. CE 000 371

COMMUNICATIONS

ELEMENTARY

Newspaper Industry. (T) Grade 2 10p. CE 000 021

Developing Oral Communication Through Use of the Telephone. (T) Grade 3 10p. CE 000 023

Verbal Expression Through Role-Playing. (T)* Grades 4-6 10p. CE 000 026

Do I Want to Be a Newspaper Reporter. (T) Grade 4 6p. CE 000 028

Developing Telephone Skills. (T) Grade 5 10p. CE 000 029

Effective Communication in the Business Office. (T)* Grade 6 19p. CE 000 031

Developing the Practice of Proofreading. (T) Grade 6 6p. CE 000 033

Elementary Unit for Grades 3 and 4: Careers in Communication - The Telephone. (T/S)* 15p. CE 000 401

School Newspaper. (T) Grade 5 3p. CE 000 451

Book Publication. (T) Grade 5 2p. CE 000 452

JR. HIGH

Careers Related to Journalism in Communications/Media. (T) Grade 7 8p. CE 000 035

Health Occupations: Exploration in Oral and Written Communications. (T)* Grades 7-9 18p. CE 000 041

Newspapers. (T/S)* 19p. CE 000 085

The Making of a Play. (T) Grades 7-8 8p. CE 000 142

Communications Technology. (T/S) Grades 7-8 23p. CE 000 201

Middle School Unit for Grade 7: Language Arts Works in the Television Industry. (T) Grade 7 23p. CE 000 407

Personal Appearance As a Means of Communication. (T)* Grade 8 21p. CE 000 480

HIGH SCHOOL

The Roaring Twenties. (T/S)* Grade 10 8p. CE 000 049

Effective Speech: A Necessary Element in Career Success. (T/S) Grade 10 7p. CE 000 050

Being a Success in the World of Communications and Media Means Getting Along With Others. (T/S) Grades 10-12 8p. CE 000 059

Developing Cooperation Among Cultural Groups. (T) Grade 11 7p. CE 000 063

Journalism: A Many Faceted Occupation. (T) Grades 10-12 2p. CE 000 134

Graphic Communications. (T) 14p. CE 000 269

Photo Conversion - Photography Segment. (T) 8p. CE 000 270

Advertising. (T) 1p. CE 000 271

Commercial Art. (T) 3p. CE 000 272

Graphic Art. (T) 1p. CE 000 273

Stagecraft. (T) 2p. CE 000 274

Radio and TV Broadcasting. (T) 5p. CE 000 275

COMMUNITY COLLEGE

Words Are Tools. (T) Grades 12-14 9p. CE 000 072

Television Production. (T/S)

COMMUNICATIONS

Sr. High, College, Adult School Levels 17p. CE 000 090

The Alphabet in Spanish and English. (T/S)* 17p. CE 000 252

Goal Statements for Career Education: Communications & Media Occupations. (A/T/C) Grades K-14 8p. CE 000 261

Interpersonal Communication. (S) 24p. CE 000 361

The Telephone Unit. (S)* 22p. CE 000 429

Letter Writing 2: Letter of Application and Data Sheet. (S) 24p. CE 000 471

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HIGH SCHOOL

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18p. CE 000 167

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8p. CE 000 197

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11p. CE 000 248

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8p. CE 000 249

Elementary Unit for Grades 1 and 2: Grooming Services. (T)* Grades 1, 2
17p. CE 000 393

JR. HIGH

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COMMUNITY COLLEGE

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ELEMENTARY

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(T) Grade 2 9p. CE 000 019

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Level 8p. CE 000 197

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JR. HIGH

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(T/S) Grade 9 24p. CE 000 087

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ELEMENTARY

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ELEMENTARY

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HIGH SCHOOL

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ELEMENTARY

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(T) Grade 4 6p. CE 000 028

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JR. HIGH

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Grade 9 28p. CE 000 086

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(T) 22p. CE 000 208

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6p. CE 000 411

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ELEMENTARY

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LANGUAGE ARTS

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HIGH SCHOOL

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When I Grow Up. (T)* Grade 1 6p. CE 000 454

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Looking Ahead. (T/S) 13p. CE 000 220

Career Orientation. (T/S)
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ELEMENTARY

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HIGH SCHOOL

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COMMUNITY COLLEGE

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School Helpers. (T) Grade 5
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Firemen. (T)* 3p. CE 000 456

JR. HIGH

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Grade 8 15p. CE 000 003

Bill Becomes Law. (S) Grade 8
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HIGH SCHOOL

Law Enforcement. (T/S) 28p.
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ELEMENTARY

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Paid for Fun. (T) Grades 1-3
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The World of Sports. (T) Grades 4-5 8p. CE 000 462

JR. HIGH

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Grades 11-12 27p. CE 000 067

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Recreational Services. (T)
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ELEMENTARY

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HIGH SCHOOL

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ELEMENTARY

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ELEMENTARY

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(T/S)* 15p. CE 000 180

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ELEMENTARY

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Self-Awareness and Career Awareness. (T/S)* Grades K-3 54p. CE 000 078

Whose Book? (S) 23p. CE 000 184

About Me. (S) 24p. CE 000 185

"Me!" and "Who Am I?" (S) 28p. CE 000 439

Just One Me - Self Awareness. (T)* Grade 2 5p. CE 000 455

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My Ideal Job: Role Playing. (S) Grade 7 2p. CE 000 316

Ice Packs, Nos. 1-12. (T/S) 113p. CE 000 447

HIGH SCHOOL

Life-styles, Goals, Values and Attitudes. (S) 3p. CE 000 297

My Life-style. (T) 9p. CE 000 416

Empesando A Conosiz (Getting to Know). (T) 8p. CE 000 417

COMMUNITY COLLEGE

Goal Statement for Career Education. (C) K-14 Grades 8p. CE 000 262

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16p. CE 000 017

Protective Agencies. (T/S) Grade 1
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Land, Sea, and Air Transportation. (T/S)* Grade 6 24p. CE 000 081

Pre-School Career Education Unit. (T)* Preschool 10p. CE 000 109

How We Help Each Other. (S)
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Careers in Transportation. (T/S)
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Careers in Transportation. (T/S)
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The Mailman. (T/S) Pre-K Level
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My Parents' Jobs are Important. (T)
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Family (Role of the Family). (T)
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Community Workers. (T) Grade 1
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Physical Anthropology/Study of Likeness and Differences. (T)* Kindergarten
7p. CE 000 478

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Career Planning (Public Services). (T/S)
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Working Together in Groups. (S)
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On the Streets & Highways. (S)*
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Operation Skylift. (T/S)
13p. CE 000 182

Careers in Transportation. (T/S)
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Careers in Transportation. (T/S)
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